

**Greenville Transit Authority Annual Meeting  
Minutes  
January 25, 2010**

Board Members in Attendance:

Mr. Matt Carter, Chairman, Mr. Trey Fouché, Mr. Al Gray, Mr. David Mitchell, Mr. Ken Swain, Mr. Jan Williams

Staff in Attendance:

Greg Baney, Lorrie Brown, Carl Jackson, Shelia Schmitt

Others in Attendance:

Pam Austin, City of Greenville	Dennis Garrett, Tech. Committee	Margaret McJunkin, Steering Committee
Jim Bourey, City Mgr.	Don Godbey, Mauldin Mayor/Steering Committee	Mike Murphy, City Public Works
Jim Brown, URS/Steering & Tech. Committees	Brian Graham, Tech. Committee	Debbie Nelson, Steering Committee
Stephen Burns, Citizen	Mike Horne, Tech. Committee	Renata Parker, URS
Jim Campbell, Tech. Committee	Ty Houck, Tech. Committee	Susan Reynolds, City Council
Sid Cates, County Council	Kayin Jones, SCDOT / Tech. Committee	Gaye Sprague, City Council/Steering Committee
Karen Crawford, Interim Controller	Phillip Lemmon, ACOG / Tech. Committee	Brian Watson, City Public Works
Jacqui DiMaggio, Greenville Tec/Steering Committee	Dan McGee, County Planning/Tech. Committee	Nancy Whitworth, City of Greenville
Nancy Fitzer, Steering Committee		

Meeting called to order at 12:15 pm

Quorum established

Welcome and Introductions

Approval of December 14, 2009 Minutes:

**A motion was made by Mr. Al Gray to approve the December Minutes. The Motion was seconded by Mr. Ken Swain. No opposers. The motion carries unanimously.**

Committee Reports

The Development Committee report was given by Mr. David Mitchell. The committee met on January 19<sup>th</sup> at 9 am. They approved the December minutes. At the Board's request, GTA staff reworked the Bus Shelter Beautification policy. A new request for board action was submitted and is enclosed in the board package; the revised policy is also enclosed.

**The Development Committee recommends approval of the revised Bus Shelter Beautification Policy. A second is not required, since this is a recommendation from the Development Committee. No opposers. The motion carries unanimously.**

Master Plan – URS is administering a series of surveys with various stakeholders in order to assist in the development of the transit needs assessment. Jim Brown with URS will give an update at today's board meeting. URS will have an additional meetings with the Technical and Steering committees and have a public hearing by the end of February. The City and County had a meeting with URS regarding the comprehensive plan on January 20<sup>th</sup>.

Transit Center Renovations – Three (3) bids received for pressure washing.

- Bids have come in for: **Painting, Lighting and Interior Graphics** (bid is due in on 1/19 at 2:00 pm)
- **External signs** should come in Sunday, 1/24 (Big G and 2 signs on the side)
- A General Contractor Package will be used for the rest of the interior. Warren Rowe stated that he is pleased at the cost of the project thus far. Original plans involved redoing the Greyhound station and redoing the offices around the booth. However, the current plans involve only putting lights around the booth. Decisions will need to be made regarding bike stations, etc. He has some numbers on bike racks which are expensive (around \$600,000.00).
- **Bike Station** – The Committee is not ready to move forward on the proposed bike station at this time; this will be discussed further in the next few months. Carl Jackson stated that they are waiting to see if additional funds are available from Transfer Center Renovation budget. This will only include the design. Showers will be ongoing



discussion if we move forward with a Bike Station. The committee is not ready to have Neal Prince start designs for a Station.

Mr. David Mitchell wanted to address prior discussions regarding reaching out to the art community to do a mural in the Transfer Center; he would like a policy on what it would involve. Management reported that 13 shelters have been completed. Mr. David Mitchell stated he is pleased that the vandalized east North Shelter (Nicholtown area) where windows were broken out has been fixed. Dilapidated shelters will be removed fairly soon.

Mauldin Simpsonville Grant – We are waiting on the Master Plan before taking action. We did get a grant for buses, but we cannot apply it until the Master Plan has been completed. This is an ARRA grant, and the money must be obligated (not spent) by September 30<sup>th</sup>. The P.O. for this grant was pushed back to May when the Master Plan is expected to be completed.

Public Information Plan - Cards and emails have gone out. The newsletter is ready to go out once it has been reviewed by GTA management.

Request for Board Action for Route Change (Greenville Tech. NW campus). Staff had a meeting with Greenville Tech. regarding their NW campus on Whitehorse Rd. and how badly service was needed. Greenville Tech. conducted a survey of their students and have 70 students who would use the service if we had a bus going into Tech. The Board reviewed staff's request for board action. The Request was read by Mr. Matt Carter. The recommendation from the Development Committee is to alter the route to include the Greenville Tech. NW Campus (route 9 would deviate to a 2 mile section in Berea to travel to the campus). With this change, Greenlink would also travel near Hamricks Plaza which is a high demand area. The current proposal from staff has bus going up to roundabout. The Committee was concerned with the challenge in finding a turnaround and the distance the students would have to walk to campus from the roundabout. Ms. Jacqui DiMaggio from the Greenville Tech. NW campus was available to address the Board's concerns. Mr. Jackson stated that the next step would be to meet with Greenville Tech. regarding the challenges and what can be done to the infrastructure to allow for safe and clean turnaround possibly adding bike racks, etc. Mr. Jackson informed the Board GTA can provide service with minimal disturbance to the current service. Ms. DiMaggio stated that they would also be concerned about the roundabout which is ¾ mile up the road. Ms. DiMaggio stated that the college is willing to change the existing parking lot, add islands, painting and making sure there is adequate turnabout. Tech's facilities people have come up with three ideas. The college will do what ever is necessary to facilitate partnership with GTA.

The recommendation from the Development Committee is for the full board to approve making route change to accommodate Greenville Tech's NW campus. The FTA requires a public hearing for a 10% or greater route change; however, this change is below 10%. Approximately five (5) riders will be impacted; these riders would still be able to catch the bus in the opposite direction. GTA staff has submitted their recommendation of where the bus should go on the campus. Carl Jackson stated he would like to get approval today. Afterwards, staff will come up with an implementation plan. If staff gets approval, Susan Hoag will call a meeting with GTA. Someone from the GTA Development Committee will be asked to attend the meeting. Shelia Schmitt gave a report on the effects of the change and the time points. This proposed change has been vetted to the Development Committee. The Development Committee is for the proposed route change. Once the full Board agrees to make the route change, staff will come up with an implementation plan with dates and times. The motion would be subject to whether the implementation plan is agreeable to Greenville Tech. and GTA. Carl Jackson stated they will put together an implementation plan which will include impact. This change would be made to Route # 9. Route 2 and 9 go opposite of each other; route 2 will not be affected.

Kayin Jones with the SCDOT questioned whether this same offer was made to other universities. He was informed that all of the main universities are on GTA routes with the exception of Furman. However, Furman is involved with the master plan.

**A motion made to approve route changes in concept with the development subject to an acceptable implementation plan was made by Mr. David Mitchell. The motion was seconded by Mr. Trey Fouché. No opposers. The motion carries.**

Fleet Manager Report – The report was reviewed, and a copy is in the package. The report was changed as a result of the SCDOT audit.

Speaking Engagement – Mr. Trey Fouché will speak at a Sierra Club meeting in February.

The Finance Committee report was given by Mr. Ken Swain. The committee met on January 20<sup>th</sup>. The December minutes were approved.

106 Augusta Street Property - There was no new information to report.

Cost Allocation Plan - The FTA still has not responded to the letter that was sent by Jim Campbell.



Labor – The mechanics were reduced by one on Saturday. Karen Crawford provided an explanation of how overtime is calculated. Overtime cannot be put in a grant; therefore, overtime cannot be put down for city employee performing in-kind service.

Three (3) New Purchase Orders – Three new purchase orders totaling \$2,618,012.00 are included in the package. An explanation of the purchase orders was read. By utilizing the Florida Transit Purchase pool, GTA will save 10% on bus purchases.

- **Gillig Corporation** - Invoice for purchase of seven buses. There was a funding issue with one farebox being covered; therefore, 6 buses were \$374,783 and one bus was \$358,814. Mr. Jackson presented a letter from Gillig which is in package clarifying the difference in the price of the one bus.

- **Florida Transit (2 purchase orders)** – One purchase order is for \$5,605.00 (amount not covered by ARRA Grant) and one is for \$4,895.00 covered by ARRA Grant SC-96-X004-00 ALI 11.12.02.

Mr. Matt Carter thanked the City and County for coming to the table for the purchasing of the two other buses that were recently put into action. Both the City and County agreed to pay the local share for the buses. Mr. Carter wanted to make sure both the County and City were publically thanked for this major contribution towards the purchasing of the buses. The recommendations being made today are pretty major since they have to do with ARRA funds we have been able to capture funds for purchasing seven (7) new buses; there will be nine (9) total buses towards needed replacement of our fleet. Mr. Carter also thanked The SCDOT for their assistance and for acting on our behalf to the FEDS where an exception was given to GTA to use the funds to replace the fleet. We had several parties coming together for purchasing of the new buses which will change the day to day operations for GTA a year from now.

Carl Jackson stated he wanted to thank Public Works and Mike Horne for their part in the purchase of the buses by making it easy for us by writing the specs so that we did not have to go out and redo the specs for the new buses. He also thanked Karen Crawford for revising the P.O. at the last minute for the FTA so that everything would go through. Mr. Jackson stated this is the largest single purchase in the history of GTA.

**The Finance Committee recommends, to full board, approval of Gillig Corporation invoice in the amount of \$2,607,512.00 and the two Florida Transit Association invoices totaling \$10,500.00. Since this recommendation comes from the Finance Committee, a second is not required. No opposers. The motion carries.**

Potential funding sources – Potential funding sources being explored by Greg Baney.

- Livability Bus Program

- Bus Program Grant

- JARC/New Freedom Fund – Staff has submitted their project management plan. Grant is for \$100,000 for three year cumulative period. Staff needs to identify a project and tie it to this fund.

Burned Bus Insurance Premium – GTA received a check from the insurance company in the amount of \$100,975.41. Of this money, \$79,949.40 based of fair market value (80%), must be paid back to FTA unless GTA uses the money to purchase item similar to the insurance payout. Karen Crawford asked that a decision be made as soon as possible. If we choose, we can keep the 20% (\$21,026.01) and use it any way GTA may prudently choose. If choose to keep money, it will need to be written into a grant for next year.

The Consensus of the Finance Committee is to return the money owed to the FTA (\$79,949.40) and keep GTA's portion (\$21,026.01). However, a formal recommendation was not made. Greg Baney is to put this in the written project report.

Staff presented a request for board action for Change Order for Transit Master Plan at Jim Campbell's request. Once the change order is sent to URS, they will invoice GTA for the extra work provided outside the work URS initially agreed to perform. This was done to provide technical and professional analysis necessary for the application of the TIGER Discretionary Grant. This board action is to reconcile the line items for the additional work. We are aware of extra money. Payment to URS comes from Planning Money.

**The Finance Committee recommends, to the full board, paying URS amount outside of project for work done towards application for the Tiger Grant (up to \$12,000). A second is not required, since this is a Finance Committee recommendation. No opposers. The motion passes.**

Review of statements – Karen Crawford reviewed statements of Profit & Loss, Balance Sheets, Receivables and Payables summaries, Budget vs. Actual Performance and invoices submitted for payment.



**The Finance Committee recommends paying the invoices (copies in package) in the amount of \$301,474.74. Since this is a recommendation from the Finance Committee, a second not required. No opposers. The motion carries.**

Annual Performance / Management Report – The report given by Carl Jackson.

As an overview, we are will be talking about GTA and Greenlink. We will review accomplishments in 2009 and where we want to go in 2010. GTA and its board acknowledged as operating GTA. GTA can apply for and receive state and federal funds for Greenville County. There are seven (7) Board members; there is currently one vacancy on board for a city appointee. The City has done an excellent job branding GTA under the Greenlink logo that is displayed on buses and on the website and also as establishing as an enterprise. Carl Jackson is the board liaison and is assisted by operations and administrative staff. Many indirect services and in-kind services are provided by other city departments. Mr. Jackson acknowledged Mike Murphy and Mike Horne for the excellent job being done ensuring buses run better than they did in the past. Mr. Jackson also extended thanks to Karen Crawford, Interim Comptroller, and Jim Bourey, City Mgr.

#### **Background:**

There are eleven (11) fixed routes that cover 26 mile radius in the city and the county. GTA buses cover 184 miles per hour. Buses operate Monday through Saturday. Ridership was impacted by the economy. On time performance was improved. Road calls are down due to the service of Public Works. Mr. Matt Carter has made presentation regarding what we hope to accomplish in 2010.

#### **2009 Achievements:**

- The same service level maintained, fares not increased and improved vehicle reliability.
- Successfully completed State and Federal financial management Reviews, Triennial Review and A133 review. There were no catastrophic findings.
- On time performance improved by 15% and Demand response is at 100% on time.
- Accidents are down and road calls down by almost 50%. Road calls are down in part due to excellent job being done by Public Works.
- Installed more than 400 new bus signs. Thirteen (13) new shelters installed. The goal is 200 additional shelters.
- City and County increased funding.
- Federal grants awarded totaling almost \$6.7 million. We are awaiting the outcome of the Tiger grant which is a long shot; enormous effort was put into securing this grant, and we are hopeful. Other options are being explored such as Federal New Start program. Hopefully we can make things happen so that we can have a bus rapid transit system. If the TIGER grant comes through we will experience increased ridership and increased commerce. Transit oriented development improves quality of life by supplying transit to jobs and improving the environment.

#### **Passengers:**

- Our busiest routes are Augusta Road, Haywood Rd. and N. Pleasantburg. GTA provided viable transportation for over 600,000 citizens in Greenville. We also operate paratransit service whereby 6,454 passengers were transported during 2009.

#### **Revenue:**

- The City brought in more revenue with in-kind services. Ad revenue is lower than anticipated. Due to economy companies are not spending as much towards advertising. Again, the City and County increased their contribution.

#### **Expenses:**

- Expenses are under in Fixed Route but over in Vehicle Maintenance, Demand Response and Administration. Image and reliability improving, designated stops improved performance. Our Web page is up and running.

#### **Image and Reliability:**

- The Transit Center deck has been waterproofed.
- The Transit Center renovation has begun.
- Designated stops have improved on time performance.
- Bus shelters are being installed.
- Staff is reaching out to community via meetings and new web page, newsletter and Speaker Bureau. Several Board Members and Carl Jackson have made presentations with various groups.

#### **2010 Plans:**

- Most expenses will be for operations, bus maintenance and for fleet replacement.



- Thanks to City and County for matching funds for bus purchases and master plan.
- Although we have improved the reliability of the fleet, we still need new buses. We currently have two purchasing programs on the way. Under the federal 5304 program, the City and County provides 20% for matching funds for two new buses that will be received this year. Email from Gillig stating our buses will go on line in May. Under ARRA Stimulus Program, 7 additional buses will be added to the fleet; the federal government will pay 100% for purchase of these buses without local match.
- We have 13 of 25 new shelters installed now, and we intend to have 35 more shelters installed in 2010. Our goal in the next four years is to install 200 new shelters.
- With the Transit Center Waterproofing completed, we now have a Design Team on board. The Design team is working to approve aesthetics. Transit Vision and Master Plan allows for improvement of transit. Plans will include exterior and interior repairs and appearance upgrades.
- Transit Vision and Master Plan is about improving the quality of life in the Greenville community. Our consultant, URS, will take you through the plans today during their presentation. We will be looking for recommendations on the low hanging fruit and long-term that will help us with financial sustainability of the transit system.

#### **Vision and Master Plan Presentation** (Given by Jim Brown with URS)

The purpose of this plan is to assist Greenville Transit in plans to improve and maintain a sustainable transit system. We have the Steering Committee made up of people throughout the region to participate and help guide the plan, and a Tech. Committee from the City and County who are hands on as well as the SCDOT to help cut the red tape and get information that is needed.

#### **Tasks Underway (Tasks underway are needs based):**

- In mid December onboard surveys were conducted of current customers where survey cards were passed out. URS was assisted by County Planning and Greenlink staff. Several hundred survey forms were collected from customers. There was one finding regarding satisfaction. There were a number of above average and excellent ratings which seem to indicate that Transit is improving.
- Web surveys are available through the Greenlink website.
- Forty (40) stakeholder surveys have been done and key people have been identified. We are finding out what the community wants. There is a lot of data compilation. A number of categories are being looked at such as: Customer information, Trolley Service as well as technology. URS also looked at the recent installation of bus shelters.

#### **Next steps:**

- Meeting with Reps from City and County to strategize regarding services. There is a lot of emphasis on land use which ties in to economic development.
- Activity areas are being looked at which are the areas currently receiving service and the areas that are in need of service. They will inform the committee of where we are and what they found out thus far and get input.
- Finalize immediate service improvements.

#### **Overview of schedule:**

- Finishing service agreement plans.
- Summarizing input establishing division.
- Moving forward in development of master plan.
- Working with Economic Development regarding Rail Corridor Study.

Mr. Matt Carter acknowledged members of Steering Committee who are in attendance of the meeting and thanked attendees for serving on the committee. Input from the Steering Committee is valuable. Community input is important in order to see what is needed from mass transit.

Mr. Matt Carter asked Jim Brown if URS needed anything from the GTA Board. Jim Brown stated nothing was needed.

**Annual Election of Officers** – Clarification: Treasurer is Chairman of Finance; Board Secretary is Director of Transportation.

**Nominees:**

Treasurer - Mr. Ken Swain

Vice Chairman - Mr. David Mitchell

Chairman - Reappointment of Mr. Matt Carter

**A motion was made by Mr. Al Gray and seconded by Mr. Jan Williams that Mr. Matt Carter will be reappointed as Chairman, Mr. Ken Swain as Treasurer, Mr. David Mitchell as Vice Chairman and Carl Jackson as Board Secretary. No opposers. The motion carries.**

**Special Presentation:** Jim Campbell presented with a plaque from the GTA Board/Staff. Carl Jackson stated that the only way Greenlink was able to happen was due to Jim Campbell who was resourceful and informative to the Board. Jim's duties to Greenlink are starting to phase out. Mr. Jackson read the plaque presented to Jim Campbell. Jim Bourey, City Manager, spoke of Jim's contribution in making Greenlink a reality and thanked him for his round the clock efforts. Remarks made by Mr. Matt Carter, Chairman. Mr. Matt Carter stated he is confident with information given to Board by Jim Campbell. Jim thinks outside box and is knowledgeable. Jim Campbell has been a Manager in a sense, a consultant and a friend to GTA.

Susan Reynolds, City Council, stated she is turning her duties as Transit liaison over to Gaye Sprague, City Council. Susan stated she is pleased where we have come from and where we are going. Gaye is newest member of Council and is a real asset. Special thanks extended by the GTA Board to Susan Reynolds for her commitment to Transit and the citizens of Greenville. Mr. Matt Carter, Board Chairman, thanked Mr. Bourey and his accounting staff.

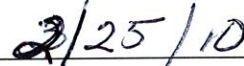
**A motion to adjourn was made by Mr. Al Gray and seconded by Mr. Ken Swain. No opposers. The meeting adjourned at 1:30 pm.**

Prepared by:



Lorrie Brown, GTA Administrative Assistant

Date:



Approved by:



Matt Carter, GTA Board Chairman

Date:

